

JOB TITLE:	#1008 Historic Site Guide (Interpreter I) – Historic Fort Snelling
OPEN TO:	This job is open to all applicants.
LOCATION:	Historic Fort Snelling, 200 Tower Avenue, St. Paul, MN 55111
SALARY:	\$13.73 hourly minimum
STATUS & HOURS:	Part-time, regular (520 annual hours) position averaging 15-20 weekly hours from April to October. Weekly hours vary by seasonal site.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Program Manager I
POSTING DATE:	January 20, 2017
DEADLINE DATE:	Application materials must be received by February 3, 2017.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Historic Site Guide (Interpreter I) to provide educational and recreational services to visitors, and to assist in the operation of the Historic Fort Snelling.

RESPONSIBILITIES: 1) communicate historical information using multiple interpretive techniques; 2) receive, welcome and orient visitors to the historic site or assigned workstation; 3) conduct history workshops, tours, and programs for school groups; 4) study site-related historical materials to enhance the delivery of site’s interpretive program; 5) assist in the maintenance and protection of the historic site grounds, facility and collections; 6) perform sales and admission services accurately and according to procedures; and 7) comply with Historic Sites & Museums and MNHS personnel policies and procedures as applicable.

MINIMUM QUALIFICATIONS:

- High school Diploma or equivalent (“equivalent”; GED or similar knowledge, skill sets, & abilities) experience.
- Strong oral communications and interpretive skills and ability to listen to the public and be responsive to inquires and comments, & ability to effectively facilitate dialogue programming.
- Ability and motivation to study historical reference materials, complete training programs and examination, and apply learned techniques to job related tasks.
- Public relations skill in working with a diverse public, including children, teachers, senior citizens, and professional staff.
- Capability and willingness, when assigned, to portray historical “roles” with various living history presentation methods, & through the use of period costume, grooming, & mannerisms.
- Physical strength, stamina and coordination to perform maintenance tasks and program demonstrations. Must be able to lift 50 lbs, walk up to 5 miles a day and stand for long periods.
- Must be able to attend mandatory training days in March, April, and May. Plus be able and willing to work rotating schedules or varying hours (0 – 35 per week) from April through October.

DESIRABLE QUALIFICATIONS:

- College coursework in U.S. history, education, or a related field.
- Working knowledge of the history of Minnesota, Fort Snelling, American Indians, African Americans, American Slavery, American Fur Trade, & American Expansionism/ Imperialism.
- Ability to use a variety of historic tools and equipment including: sewing tools, firearms, cooking equipment, carpentry tools, shovels, axes, picks, & blacksmithing tools.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. **EEO**

Applications will be acknowledged. - No phone calls please -